

STUDENT HANDBOOK 2011
MUCKLESHOOT TRIBAL COLLEGE





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LETTER FROM WILMA CABANAS

Dear Muckleshoot Tribal College Students,

It is an honor and a privilege for me and the entire Tribal College staff to be a small part of your educational journey. We hope that the doors of opportunity will open for you while you are here with us. You have made us the success we are by being the lifeblood of this organization, without you we would not be here.

Our goal is to make your education an enjoyable experience. In support of this goal, we've compiled important resources, contact information and other key information into this handbook. We hope the information in the following pages will help you feel both connected and supported while you are here at Muckleshoot Tribal College.

Additionally, in order to provide an ideal learning environment for you and your fellow students, it is our responsibility to establish basic rules and regulations. These rules and regulations are also outlined in the following pages.

If you cannot find an answer to your questions within these pages, please do not hesitate to ask a staff member. We are here to serve you.

Sincerely,

Wilma L. Cabanas



MUCKLESHOOT TRIBAL HISTORY

Where We Live

Puget Sound lies nestled between two great mountain ranges – the Olympics and the Cascades. Saltwater from the Pacific Ocean travels inland for hundreds of miles to fill its countless bays and inlets. Its meandering shoreline covers more miles than the entire Pacific Coast from Baja California to the Canadian border.

Surrounded by lush forests and blessed with a moderate climate, the Puget Sound area is one of the most productive ecosystems on earth. Its vast natural resources, particularly its abundant salmon runs, have provided an excellent quality of life to native peoples for many thousands of years. The eastern shores of Puget Sound and the rivers and streams of the Cascade Range that flow into it are the ancestral homeland of the federally-recognized Muckleshoot Indian Tribe. The Muckleshoot Reservation is located south and east of the City of Seattle on a rising plateau between the White and Green Rivers.

Who We Are

The Muckleshoot Indian Tribe is comprised of the descendants of the area’s original Coast Salish peoples. The Tribe has lived in this area for thousands of years, possibly since the last glaciers receded. The Tribe’s ancestral homeland, now known as the Muckleshoot Usual & Accustomed Area (or U & A), consists of a vast area stretching along the eastern and southern reaches of Puget Sound and the western slope of the Cascade Range.

People of the Salmon

During the millennia that preceded their displacement by American settlers and industrial interests, Tribes living in the Northwest Coastal Region were among the most prosperous on the continent. At the base of their prosperity was the Salmon, which, then as now, the people regarded with great reverence. Season after season, the rivers and streams were literally filled with spawning salmon. The knowledge of how to smoke and preserve them for year-round use did much to free the people from the endless pursuit of food. In fact, surplus quantities of smoked salmon, as well as other commodities, were traded far and wide in an extensive network of commerce spanning the entire Pacific Northwest and extending across the Cascade Mountains and far into the dry country beyond.

First Salmon Ceremony

Each year the first salmon to return from the saltwater sea to the freshwater streams of its origin – a Spring Chinook – was ceremonially captured and brought to the village as an honored guest. Its flesh was meticulously removed from its bones and ceremoniously shared by all members of the community. Later, the skeleton of the salmon would be returned to the river with equal ceremony and placed in the water facing the same direction in hopes that it would tell its brother and sister salmon of the fine hospitality it received from the Muckleshoot people. This First Salmon Ceremony remains an integral part of Muckleshoot culture today. The Muckleshoot people their ancestors were also well-known for their hunting prowess, and are intimately familiar with the mountains.

The Newcomers

In the late 1790’s, European and American commercial and exploratory vessels began to arrive. By the mid-1800’s, after a few decades of flourishing trade between the Native Peoples and the newcomers, the United States emerged as the dominant power in the area and began to consolidate and institutionalize its control over the area.

Native peoples were essentially powerless at this time because the newcomers also brought diseases for which they had no resistance. During the course of a generation or so, Native population was decimated by a catastrophic series of fatal epidemics. Entire Families and communities were wiped out by these lethal plagues, and the fabric of tribal society itself was permanently altered. By the 1840’s, Native population numbers were only one-tenth what they had been when the newcomers first came. It was during this tragic period of Native depopulation that white settlers began claiming the choicest spots among the lands of the Puget Sound Area for themselves.

At first, the Native Peoples helped them to survive and were valued neighbors. Before long, however, the newcomers wanted them removed so that they could have this soon-to-be prosperous region all to themselves. During the 1850’s, unfair treaties were forced upon the Indian people that left them with only a tiny fraction of their former homelands. They were required to move to very small reservations, freeing up the rest of their vast territory for settlers to claim. At this time, many Native people felt that they had been pushed too far and had nothing to lose. They fought back in what is now known as the Puget Sound Indian War. Many ancestors of today’s Muckleshoots’ played an active role in this last-ditch effort, and were well represented at the Battle of Seattle.

Relocation to the Muckleshoot Indian Reservation

After this brief period of armed resistance, the ancestors of today's Muckleshoot people settled on their current reservation, which was set aside for them pursuant to Treaties of Point Elliott and Medicine Creek. It is located at a place called Muckleshoot Prairie. Northwest Native Peoples are generally named after the locations of their villages. Thus, within a few years, those who relocated there, who had called themselves by names like Stkamish, Yilalkoamish, Skopamish, Smulkamish and Tkwakwamish came to refer to themselves by the name of their new home: "Muckleshoot."

As time passed, a number of people from other local tribes, such as the Duwamish and Snoqualmie, were absorbed into the Muckleshoot Tribe, as well as other neighboring federally recognized Tribes such as the Tulalip and Suquamish. The six square-mile Muckleshoot Reservation, which is laid out diagonally, has 20 miles of boundaries. Soon after its establishment, it was surrounded by the farms of settlers, which remains the case today, except that urbanization has increasingly encroached on the westerly portion of the reservation.

The Fish Wars

Perhaps the most important element of the Muckleshoot Tribe's battle for recognition of its inherent rights as the original people of this ecosystem was the battle over treaty fishing rights. The right of tribal members to take Salmon at all of their "usual and accustomed" fishing sites was explicitly guaranteed in the treaties, and efforts to reassert those rights led to the so-called "Fish Wars" of the 1960's and 70's. The subsequent Boldt Decision, which reaffirmed the Tribe's treaty fishing rights, had a vast impact on the Muckleshoot Tribe, resulting in improved economic conditions and an opportunity to serve as co-manager of regional salmon resources. Many of today's Tribal leaders were active participants in the Fish Wars.

Unfortunately, the period of prosperity resulting from the restoration of the fishing rights so long denied was somewhat short-lived due to the precipitous decline in salmon populations in recent years. The Tribe's Natural Resources Department has worked hard on many fronts to stem the environmental degradation that has led to this state of affairs; however, the causes are many, our resources are limited, and the area that comprises the tribal homeland is becoming urbanized so rapidly that the struggle to preserve the salmon runs is a difficult one indeed. The age-old relationship between the Muckleshoot people and the salmon is one that will endure, though, and the Tribe is committed to preserving the runs.

Today's Muckleshoot Tribe

Through the Indian Reorganization Act, the Tribe adopted its constitution in 1936. It provides for a nine-member council serving rotating three-year terms. With the advice and input of the General Council, which is comprised of all community members, the Muckleshoot Tribal Council provides a full range of governance services to the reservation.

Today's Muckleshoot Indian Tribe (MIT) is one of Washington State's larger Tribes, with an on- or near-Reservation population of about 3,300. Over the years, in common with other Northwestern Tribes, the Muckleshoots' have been active in asserting their rights and defending their traditional freedoms. Self-governance has been the cornerstone of these efforts and, as a federally recognized tribal government, the Muckleshoot Tribal Council has actively sought out opportunities to improve the social and economic well-being of the Tribe.

New sources of economic and educational opportunity are now being developed. The advent of tribal gaming has been a large factor in opening up new possibilities for Indian people everywhere, and the Muckleshoot Tribe has been very entrepreneurial in capitalizing on its urbanized location, establishing successful casino and bingo enterprises. These, in turn, have provided the seed money that, for the first time, puts the Tribe on an equal financial footing with other governments and makes it possible for the Muckleshoot Tribe to realistically plan for the future of its people.

Tribal College History Statement

The training center was renamed Muckleshoot Tribal College in 1997, and a partnership with Northwest Indian College was formed in 2002. Students now had that option of pursuing 2 year degrees on-site in addition to the programming that was already being offered.

Renamed Muckleshoot Tribal College in 1997, a partnership with Northwest Indian College was formed, as students continued to study for and complete the GED, pursue 2-year degrees, and receive introductory and intermediate training in a number of computer applications.

The Evergreen State College established its presence at Muckleshoot in 1998 with the Reservation Based/Community Determined program, providing community members the opportunity for a 4-year Bachelor of Liberal Arts degree. Clover Park Technical College began offering its Office Assistant Training program through a federal grant in 2000, and continues to offer wide-ranging technology opportunities through the Muckleshoot Occupational Skills Training (MOST) program.

Antioch University began its First Peoples' Program at Muckleshoot in 2002, offering a Masters in Education, Bachelor in Education and teaching certification to community members. Also in 2002, Northwest Indian College initiated the Class of 2004, to provide 2-year Associate of Arts transfer degrees. Grays Harbor Community College began offering an online associates degree in 2005.

Featured

FEATURED STUDENTS



Zackary Valles

Zachary is a Muckleshoot tribal member who has lived in the Muckleshoot community his whole life. After dropping out of high school, he found that it was hard to secure a high paying job to support his family and pay bills. Zach decided to make his GED a priority and established a regular study schedule at the Muckleshoot Tribal College GED center. Zach shared, “It has been tough at times but I found that with time I got a lot accomplished.

I learned a lot more and things I forgot from school I picked up really quick. The teachers are helpful in explaining the stuff I did not understand and now I will have a lot more opportunities.” After getting his GED, Zach hopes to continue with his education by enrolling in the MOST program at the college and one day hopes to get advanced training in culinary arts or carpentry. When asked what it takes to get a GED, Zach stated: “If you take the time and effort, you will be successful.”



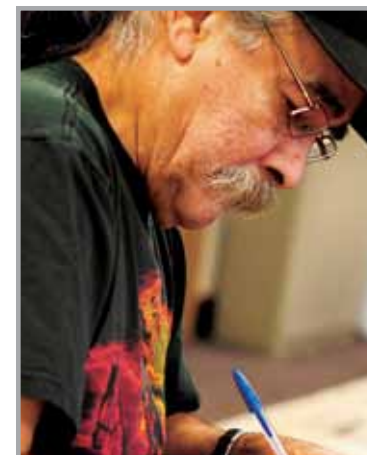
Steven Yanish

Steven is a Muckleshoot tribal member who is working towards his Associate’s Degree in Native American Studies at Northwest Indian College. He has been an exceptional student. He has made the Dean’s list and President’s list with a perfect 4.0 grade point average despite his obligations as a father and full time employee at Muckleshoot Bingo.

In the near future, he plans to transfer from NWIC to Evergreen State College or Antioch University to earn a Bachelor’s degree in Liberal Arts. Steven has this advice to others looking to advance in life: “Keep your eyes on your goals, don’t look too far ahead and don’t give up. If I can do it, anyone can.”

Featured

FEATURED STUDENTS



Dana Matta

Dana is a Muckleshoot elder who has worked in both the construction and fisheries trades his whole life. One day he realized he could no longer do physical labor, so he enrolled at Northwest Indian College with the goal of earning a college degree. Although it had been 40 years since he was last in school, Dana was able to apply his strong work ethic to his studies. He has maintained a 3.8 grade point average and qualified for the Dean’s List every single quarter. His advice to others is to “Get serious about your education. Set goals, know your limits and believe in yourself.”



Sherina Sam

Sherina is a Muckleshoot Tribal member pursuing her Bachelor’s Degree at Antioch University. Before enrolling at Antioch, she earned her Associates Degree at Bates Technical College in 2010. In addition to being a full time student, Sherina works full time for the Muckleshoot Tribe. She is also a committed mother and wife. She genuinely cares about her school work, learning, and her people. This is reflected in her inclination to explore new classes, and apply her knowledge to her work and her life in the community. “This has been a fun learning experience,” she said, and I look forward to what is ahead for me at Antioch University.”

Program Description

The MTC Language Program supports the advancement of cultural knowledge and language by offering instruction in speaking, reading, and writing of the Whulshootseed Language. These classes are provided to the Muckleshoot community through both classroom instruction and a wide array of cultural activities.

Language Program Administrative Assistant

253.876.3306

Program Description

The purpose of this 4 week, theme-based summer program is to provide Native American high school students with a culturally relevant educational experience while they earn high school credits (and in some cases college credit). All participants take the Compass Test to assess their Math, Writing, and English skills as part of a broader orientation to the higher education experience. Most academic coursework will be completed within the timeframe of the program, but students will be encouraged to study at their own pace and may work independently throughout the summer to finish academic requirements.

The theme for the 2010 Early College Program was Digital Storytelling, and students explored a variety of writing styles while producing short films. Students also enjoyed hands-on activities with mentorship from elder tribal members and day trips to universities and sites of cultural relevance on their way to earning up to 1.5 high school credits (or 5 college credits).

MOST Program Manager

253.876.3345

GED Testing

MTC's GED preparation services provide flexibility, comfort, and convenience for students looking for a new start in school. The GED room is open thirty hours per week, in which students can find the most suitable times in their personal schedules for their test preparation. Attendance is not required, but it is encouraged to best ensure student success. Also, no appointment is necessary.

Preparation services include pre-testing, pre-test evaluation, study guidance, and one-on-one tutoring. Pre-tests provide the instructor with valuable information about a student's skill level. Study materials and tutoring are then tailored to the student's unique educational needs. There are no regimented classes with large groups of strangers.

The GED room is open to anyone, but students under 19 will have to obtain permission (waiver form) from the last school district they attended in order to take the official GED exam. Instruction and materials are free to anyone over the age of 16.

Regardless of whether someone comes in without any basic skills or simply needs to pass one remaining GED test, all students are welcome and strongly encouraged to view their GED studies and completion as the beginning of many other educational opportunities at MTC and elsewhere. www.muckleshoottribalcollege.org

Contact Information

GED Instructor
253.876.2977

GED Instructor
253.876.3256

GED Preparation

Official GED testing services are regularly provided on site at the Muckleshoot Tribal College and are open to anyone who is interested and has successfully taken a pre-test. This makes testing convenient and easily accessible for all Muckleshoot Tribal members as well as members of the extended community. Along with being accessible, the tests are free to Tribal members and are just \$15 each for non-tribal members.

The testing schedule is also convenient for students. Tests are usually given three Fridays per month, and the testing schedules are prepared in advance to give students ample time to arrange their personal schedules. Monthly testing schedules are printed in the Muckleshoot Monthly, on flyers available at the college, and on the MTC web page. www.muckleshoottribalcollege.org

All test results except the Essay are available the next school day for pick up at the Tribal College. The Essay score results will not be available for 10 days after taking the test.

Important reminders for all students intending to test:

- Test takers who are 16 – 19 must have a “Request for Approval to Test” form (waiver) filled out by the school district where they last attended.
- Payment is required prior to testing; cash/money orders only. Make payment to the Tribal College Receptionist.
- Test takers need to bring their picture ID, with payment and waiver if applicable on testing day.
- Test takers must arrive at the testing room ten minutes early.
- All paperwork, including the “General Education Development Testing” form, must be filled out completely prior to testing.

GED Examiner/Continuing Education Coordinator

253.876.3395

Career & Technical Two Year

CAREER & TECHNICAL PROGRAMS

M.O.S.T. Program

The Muckleshoot Occupational Skills Training (MOST) Program, a federal grant program funded by the U.S. Department of Education and supported by the Muckleshoot tribe, offers 5 distinct state-certified, industry recognized career and technical skills training programs. Orientations for these programs are held weekly. Please contact a program representative for up to date information.
www.muckleshoottribalcollege.org

Office Assistant Program – Beginning Certificate and Intermediate Certificate

This career-path course covers the primary skills and knowledge that office personnel need in order to successfully and efficiently function in a business environment. Topics include keyboarding, word processing, the internet, email, business math, business communication, spreadsheets and career planning.

A+ Computer Technician Training Program- Levels I and II

This hands-on program will provide you with the latest skills needed by today's computer support professionals. You will learn to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking in preparation for CompTIA A+ certification.

Net + Network Technician Training Program

This training will provide you with the skills needed to become a networking support professional. You will learn to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure in preparation to pass the CompTIA Net+ certification.

MCP (Microsoft Certified Professional)

The Microsoft Certified Professional credential is for professionals who have skills to successfully install and maintain a Microsoft product or technology as part of a business solution in an organization. Please note: the MCP class schedule changes based on the needs of the community and industry demand.

Contact Information

MOST Program Assistant
253.876.3355

MOST Community Liaison
253.876.3292

TWO YEAR DEGREE PROGRAMS

Northwest Indian College

Located on the Lummi Indian Reservation in Washington State, 20 miles from the Canadian border, Northwest Indian College is the only accredited tribal college in the states of Washington, Oregon and Idaho. It was founded in 1973 as the Indian School of Aquaculture and became known as Northwest Indian College in 1989. It currently operates 6 satellite programs through the northwest, including Northwest Indian College- Muckleshoot. www.nwic.edu

Program Description

NWIC at Muckleshoot offers a variety of educational programs to meet the academic, vocational and cultural needs of the Muckleshoot community. Students are encouraged to pursue personal development and discover ways to contribute to their communities and families while earning an Associate of Arts degree. This 2 year degree prepares students to go on to the four-year college of their choice, and students can tailor their NWIC at Muckleshoot degree program to meet the requirements of the four-year colleges they want to attend. Face-to-face, interactive television, and online classes along with independent learning options give students the flexibility to accommodate busy work and family schedules.

Contact Information

NWIC Site Coordinator- Muckleshoot Tribal College
253.876.3274

Bates Technical College

Bates Technical College (Bates) is Washington State's largest technical college and began in 1940. There are over 13,000 students served annually in a broad range of career education, certification, apprentice programs and extended learning programs. Bates is accredited through the Northwest Commission of Colleges and Universities. More information about our college is available at: www.bates.ctc.edu.

Program Description

Bates Technical College offers instruction in three Certificate of Training programs focusing on Business Management. The Certificate of Training classes are all required courses that eventually lead to a two year Associates of Technology degree in Marketing and Business Management that is offered on our main campus in downtown Tacoma. Muckleshoot students who complete the Certificates are offered various opportunities to work towards completing their two year degree in Marketing & Business Management.

Contact Information

Extended Learning- Contract Training
253-680-7192
253-306-3569 cell

Bachelor's Degree

BACHELOR'S DEGREE PROGRAMS

The Evergreen State College Reservation Based Community Determined Program

Evergreen is a progressive, public liberal arts and sciences college located in Olympia, Washington. Since opening our doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs.

Evergreen is accredited by the Northwest Commission on Colleges and Universities (NWCCU). www.evergreen.edu

Program Description

The Evergreen State College Reservation Based Community Determined program serves students with 90 or more college credits who want to work towards a Bachelor of Arts degree. Admittance to this upper division bachelor's degree program requires that students live or work on a reservation or have social or cultural ties to a tribal community. Students attend classes two nights a week at the Muckleshoot Tribal College and four Saturdays per quarter at the Evergreen campus Longhouse. Core courses emphasize tribal management and leadership, Federal Indian policies and law, social services and environmental and cultural sustainability. Saturday class offerings are broad and have included Theater, Creative writing, Organizational Theory, Coast Salish Art and learning through Native Case Studies.

Contact Information

Evergreen Program Coordinator
253.876.3263

Antioch University B. A. First People's Program

Antioch is dedicated to providing a Native American focused curriculum that is designed with the Muckleshoot community in mind. Core requirements, area of concentration courses, and electives combine to provide students an opportunity to incorporate their knowledge and interests to enhance their professional goals. Personal advising and on site staffing provide an academic support system to help assure student success. Students are invited to participate in curriculum development, design independent studies, and they can also receive credit for life learning. www.antioch.edu

Description

We offer areas of concentration in Human Development and Learning and Leadership and Organizational Studies as well as the opportunity to design your own area of concentration. The program's flexible classes meet weekly for 2.5 hours for ten weeks and accommodate students' busy work schedules.

Through Antioch's site based First People's Program, you can:

- Work closely with faculty mentors to build a balanced and practical education with a focus on social responsibility
- Design your own program to meet your professional, academic and personal goals
- Receive credit for your life experience
- Take advantage of flexible class schedules and credit transfer policies
- Integrate your learning with your life

Contact Information

Program Associate, Antioch University
Phone: 253-876-3258

Masters Degree

MASTERS DEGREE PROGRAMS

Antioch University Graduate Programs- Center for Creative Change

The First Peoples' Program in Creative Change is designed for graduate students to create more possibilities for change, innovation, resilience and sustainability in their own lives and for others in Native American communities. Students learn ways to effectively design and lead change while incorporating the values and traditions of Native peoples. Studies involve collaboration with peers with the guidance of talented faculty and focus on Native issues. The program is sponsored by the Antioch University Seattle Center for Creative Change. www.antioch.edu

The five degree programs are:

- M.A. in Environment and Community
- M.S. in Management and Leadership
- M.A. in Organizational Development
- M.A. in Communication
- M.A. in Whole Systems Design

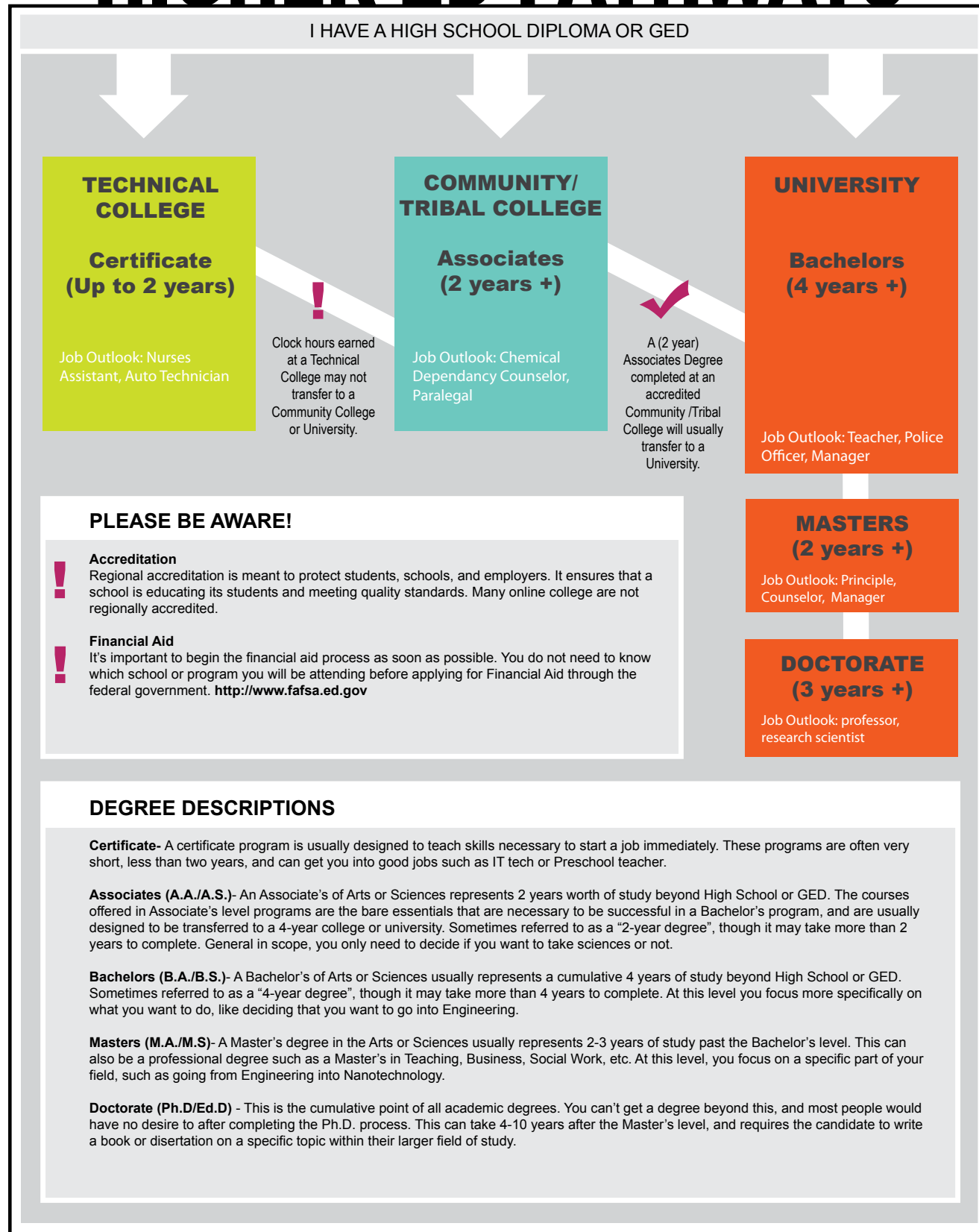
In these unique degree programs, students collaborate with community members to design and complete projects within their communities and organizations—no thesis required. By graduation, students are prepared to lead positive social change while incorporating the values and traditions of Native peoples. The programs' flexible classes meet two evenings every other week and accommodate students' busy work schedules.

If you have your bachelor's degree, are committed to social justice, and want to improve the lives of Native people, these programs are right for you.

Contact Information

FP Program Associate
Phone: 253.876.3258

HIGHER ED PATHWAYS



STUDENT RESOURCES

Academic Advising

Regardless of your academic and career goals, MTC would like to help you explore your options and establish an educational plan. We provide Educational Advising services by appointment for students currently enrolled in a higher education program or those exploring the possibility of enrollment in a higher education program. Contact: Educational Resources Coordinator, 253.876.3210.

Bulletin Boards

There are several bulletin boards located throughout the building. Each one has a designated purpose. Please consult with the College Receptionist to ensure that your post is in the correct location. Unapproved postings may be removed at the discretion of college staff.

Computer Labs

MTC offers enrolled students access to 22 internet-ready computers. The computers, internet access and printers are provided for educational and communication purposes only. Misuse of the lab or printers may result in the loss of your access to this resource. For additional information on what is considered appropriate use, please refer the signage posted in the lab.

Copier

The large copier in the main hall is for MTC use only. Program Coordinators are issued a "copy code" that allows them to make a predetermined number of copies. This copy code may not be shared with student. MTC does not provide any copy or fax services for students.

Financial Aid

It is important to submit a Free Application for Federal Student Aid (FAFSA) as soon after January 1st as possible. MTC provides assistance with both online and paper FAFSA, and we encourage you to ask for support if you are having difficulty. Contact our Student Support Specialist for more information -253.876.3291

First Aid Kits

It is important to submit a Free Application for Federal Student Aid (FAFSA) as soon after January 1st as possible. MTC provides assistance with both online and paper FAFSA, and we encourage you to ask for support if you are having difficulty. Contact our Student Support Specialist for more information -253.876.3291

Individual Tutoring

Supplemental tutoring in Math and English is available on a drop-in basis for students attending any program at MTC. The extent to which these services are offered may vary depending on funding. Please contact our Educational Resources Coordinator for more information - 253.876.3210.

Kitchen

The kitchen, refrigerator, silverware and utensils are available to use free of charge for anybody enrolled in a program at MTC. Coffee is also available for free throughout the day for both students and visitors. Food may not be left in the fridge overnight. We ask that you leave this space in the condition you found it.

Library

The King County Library- Muckleshoot, which is a short walk from MTC, offers the resources of the King County Library system, along with internet access and quiet study spaces. Select textbooks may be available for checkout through your college program.

Muckleshoot Scholarship Program

The Muckleshoot Scholarship program assists Muckleshoot Tribal members with tuition, books, supplies, personal living expenses, travel, childcare, and room and board. Students attending out of state colleges are eligible for travel funding to return home twice yearly. Assistance is based on a budget prepared by the Financial Aid office at the college the student plans to attend. Students are first required to complete the Free Application for Federal Student Aid (FAFSA). Contact the Scholarship Program for more information - 253.876.3378.

MUCKLESHOOT TRIBAL COLLEGE POLICY

Muckleshoot Tribal College has developed partnerships with many accredited higher education institutions in order to offer a seamless pathway of education from pre-college through Master's level. These inter-institutional partnerships can create confusion over which institution's policies apply in a particular situation. This section of the student handbook is intended to clarify policy jurisdiction and support our partner institutions in their efforts to maintain a comfortable learning environment and high expectations for student achievement.

In general, refer to your institution's policies for academic or classroom related concerns, and refer to MTC policy for matters related to the MTC campus.

Academics

(Plagiarism, Grade Disputes, Classroom Misconduct and etc.)

MTC defers to the policies of the academic program for which you are enrolled. It is the student's responsibility to be aware of these policies.

Attendance and Tardiness

Attendance is crucial for student learning and success, and we encourage our partner institutions to maintain high standards for attendance. In fact, we recommend that our partner institutions require students to attend at least 80% of class sessions, including sessions missed for special circumstances, cultural events and other excused absences.

Cell Phones

See Classroom Etiquette

Classrooms Etiquette

Students in any program at MTC are asked to conduct themselves in a manner that shows a high level of respect for classmates, instructors, and the learning process. To encourage this standard, MTC provides the following suggestions for classroom conduct:

- 1) Turn off cell phones and other electronic devices.
- 2) Do not bring children to class.
- 3) Always return the classroom to the condition in which you found it.

Instructors have the right to modify these guidelines according to their classroom needs and the guidelines put forth by their respective institutions, but MTC encourages instructors to view these suggestions as a minimum standard.

Drugs and Alcohol

The MTC campus is completely drug and alcohol free. Students found to be in violation this policy may face penalties outlined in MTC Code of Conduct (see p. 20). The minimum penalty for drug and alcohol violations includes a formal letter of warning or immediate removal from premises and suspension of services for 24 hours or the next business day. (pending approval)

MUCKLESHOOT TRIBAL COLLEGE POLICY

Enrollment and Registration Deadlines

MTC recognizes that late enrollment and registration taxes staff and faculty resources and undermines student success. Therefore, we support our partner institution's ability to determine the strict enrollment and registration deadlines. When programs are near enrollment or registration capacity, priority enrollment and registration should be given to returning students.

Grievances

Grievance policies protect student's right to freedom of expression and unfair academic evaluation following an unresolved complaint. Grievances related to in-class conduct or academic processes are jurisdiction of the program in which the student is enrolled, and students are encouraged to initiate the grievance process outlined by their institution. Grievances related to Muckleshoot Tribal College staff or incidences that occur outside of the classroom or academic study are subject to the Muckleshoot Tribe's grievance policy, and can be found on the MTC website: www.muckleshoottribalcollege.org.

Inclement Weather

MTC closure due to snow or adverse weather corresponds with the Auburn School District. If the Auburn School District is delayed or closed, MTC will also be delayed or closed. MTC staff will be diligent about updated the MTC Facebook page and website with current information, but these updates cannot be guaranteed.

Security: Entering and Exiting the Building

Students are required to use the front door when entering and exiting the building. This helps maintain a comfortable and safe study environment for students. Additionally, we require that students sign in and out at the reception desk.

Security: Lock-up Procedure

The MTC building is secured each night by the last staff member or adjunct faculty to leave the building. We ask that students contribute to efficient lock-up procedure by securing the doors and windows to their classroom before leaving for the night. Staff or faculty who are unsure of lock-up procedure, may refer to the MTC website (www.muckleshoottribalcollege.org) for detailed lock-up protocol or call tribal security for support - 253.261.7707.

CODE OF CONDUCT POLICIES AND PROCEDURES

Section 1: Name

Muckleshoot Indian Tribe Department of Education Code of Conduct Policies and Procedures

Section 2: Related/Superseded Policies, Ordinances, Resolutions, etc.

Muckleshoot Tribal Council resolution 07-208

Section 3: Intent of Policies

The intent of these policies and procedures is to establish a process whereby the Department of Education Divisions and Programs will be able to implement Tribal Council Resolution 07-208, Muckleshoot Indian Tribe Code of Conduct.

In recognizing that clients and other individuals may sometimes act in ways that impede program staff from providing quality services at Muckleshoot Indian Tribe program facilities, the Code of Conduct provides a means to set boundaries for conduct of individuals in order to carry out the mission of the program and to provide quality service for the Tribal Community.

Section 4: Definitions

For the purpose of implementing these policies the following definitions of frequently used terms is established.

1. Weapon: Any object brandished with the threat or intent to cause bodily harm.
2. Harassment: Deliberate, repeated language or behavior directed at a member of the MIT Department of Education staff that is profane, berates, belittles or holds an employee up to public ridicule; or in some way impacts the ability of the organization to effectively provide service to its clients.
3. MTC Campus: The MTC campus refers to area and buildings within the outer edge of the MTC parking lot and any off site building in which MTC or MTC partner institutions are delivering programming.

Section 5: Classification of Behaviors and Penalties

- A. Class I- Results in a formal letter of warning or immediate removal from premises and suspension of services for 24 hours or the next business day.
 - a. Displaced anger or acting out behaviors not directed at particular staff
 - b. Slamming doors, spitting or throwing objects
 - c. Disrespectful and disruptive behaviors not threatening the safety of others.
 - d. Possession or consumption of alcohol or drug on the MTC campus
- B. Class II- Results in a formal letter of warning or suspension of services for 30 days.
 - a. Harassment of staff without the threat of bodily harm
 - b. Intimidating behaviors
 - c. Destruction of property
 - d. Lewd/illicit conduct
 - e. A second Class I behavior in any 12 month period
- C. Class III- Results in suspension of services for 90 days.
 - a. Harassment of staff with the threat of bodily harm
 - b. A second Class II behavior in any 12 month period
- D. Class IV- Results in permanent suspension of services. The individual apply may apply for reinstatement after one year at the discretion of the Division Director and, if applicable, subject to recommendations from the relevant Program Committee.
 - a. Assault and battery
 - b. Brandishing a weapon
 - c. Illegal activity
 - d. Distribution of drugs or alcohol on the MTC campus.
 - e. A second Class III behaviors in any 12 month period

- E. Class V- Results in 30, 90 day, or permanent suspension of services. If permanent suspension is applied, the individual may apply for reinstatement after one year at the discretion of the Division Director and, if applicable, subject to recommendations from the relevant Program Committee.
 - a. Providing false information on an application for service
 - b. Misrepresenting services.
 - c. Altering documents.
 - d. Misrepresenting benefits or reselling proceeds from programs

F. Multiple Behaviors- In order to maintain a safe and comfortable learning environment, Muckleshoot Tribal College reserves the right to apply temporary or permanent suspension after a third actionable behavior, regardless of class.

Section 6: Incident Reporting Process

1. An MIT Department of Education Code of Conduct Incident Report (attachment A) must be completed and submitted by the impacted staff member within 24 business hours of the incident in order for the Division Director/ATOM to impose any penalty for conduct under the provisions of this policy. The completed report is to be turned into the impacted employee's immediate supervisor. If the impacted employee's immediate supervisor is not the Division Director, it is incumbent on the immediate supervisor to relay the report to the Division Director by the next business day following receipt of the report.
2. An MIT Department of Education Code of Conduct Incident Report is available at all facilities that are part of the MIT Department of Education.
3. Upon receipt of the incident report the Division Director will, upon reading the impacted employee's statement and any attached witness statements, make a determination as to the need for any further action which may include penalty as detailed in Section 7 of this policy. The Director's decision will be detailed on the Code of Conduct Director's Report (attachment B). A copy of the Director's Report will be provided to the client and the employee who originally reported the incident. Additionally, if suspension of service is involved, the Director will provide a copy of the Director's Report to the respective Program Manager or Facility Supervisor where services have been suspended. It is the responsibility of the Program Manager or Facility Supervisor to then notify other employees of the program of the suspension. Notification of additional employees should be on a need to know basis only.
4. When providing the client with notification of action against him/her under the provisions of this policy, it is the responsibility of the Director to inform the client of his/her right to appeal and to provide the client with an MIT Department of Education Code of Conduct Complaint/Appeals Form (attachment C). The Director will also fill in the date information located on the bottom of the form. The appeal process is detailed in Resolution 07-208 and in Section 8 of this policy.

Section 7: Process of Appeal

Upon notification that a Code of Conduct penalty has been implemented against a client, it is the right of the impacted client (IC) to submit an appeal to the Director's Report.

A. TRACK 1

1. Appeal document must be submitted to the Tribal Operations Manager within three (3) days of the notification of penalty documented in the Director's Report. The submitted Appeal Form will be date stamped and immediately forwarded to the ATOM responsible for the program.
2. Within ten (10) working days of receipt of the Appeal form, by the ATOM shall send a letter acknowledging receipt of the Appeal form to the IC with copy sent to the Director of the program. If the Appeal Form request expedited review and the TOM agrees that expedited review is necessary to prevent undue injury to the IC, the appeal process will proceed directly to the MIT REVIEW PANEL PROCESS.
3. The ATOM will meet with the respective Director and determine whether the decision and/or action leading to the Appeal is in compliance with all tribal laws, ordinances, and adopted tribal policies. If not, the ATOM will direct the Director to reverse the decision or action. If so, the ATOM will proceed to the next step in these procedures.
4. The ATOM will inform the TOM of his/her determination of compliance with tribal laws, ordinances, and adopted tribal policies. If the TOM disagrees with the ATOM's assessment of compliance, the TOM shall direct the ATOM to reverse the decision or action. If the TOM agrees with the ATOM's assessment, the TOM shall implement the Review Panel Procedures for Complaints/Appeals.

B. TRACK 2

Track 2 as defined in TC Resolution 07-208 does not apply within the organization structure of the MIT Department of Education.

C. MIT PANEL REVIEW PROCEDURE

MIT Panel Review Procedures are detailed in TC Resolution 07-208.

EMERGENCY PLAN

STAY CALM

Muckleshoot Tribal College
 39811 Auburn Enumclaw Road SE
 Auburn, WA 98092
 * One driveway south of the Pentecostal Church

WHAT KIND OF EMERGENCY?



FIRE or EARTHQUAKE
 If there is evidence of a fire, pull the fire alarm and calmly follow the evacuation procedure. In the case of Earthquake, DROP, COVER, and HOLD until initial shock ends.



INTRUDER
 If there is an intruder in the building or a threat to safety exists within the building, calmly initiate lockdown procedure.

EVACUATION

Dial *575 for PA access.
Call 911 for emergency services.



If you hear the fire alarm or receive notification of earthquake or volcano, follow this procedure:

- Secure your own safety.
- Assist any person in danger to safety if it can be accomplished without risk to your personal safety.
- Close the doors and windows as the last person leaves the room or area.
- Proceed the *primary evacuation point* in the rear of the parking lot with attendance sheets. (See Map)
- Never reenter the building without permission from the MTC Administrator or fire department.

LOCKDOWN



Dial *575 for PA access.
Call 911 for emergency services.

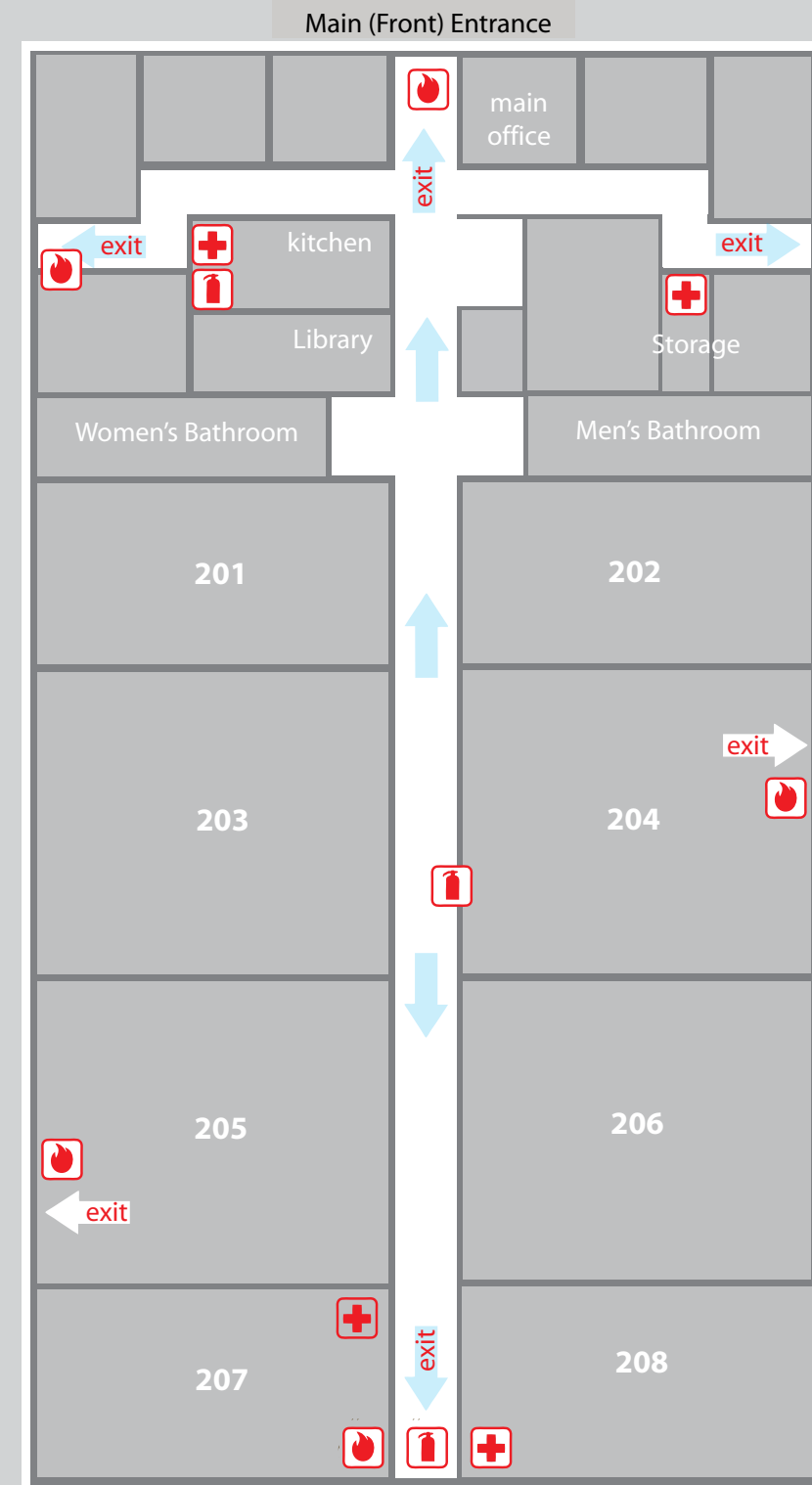
If you hear the designated warning over the MTC Public Announcement follow this procedure:

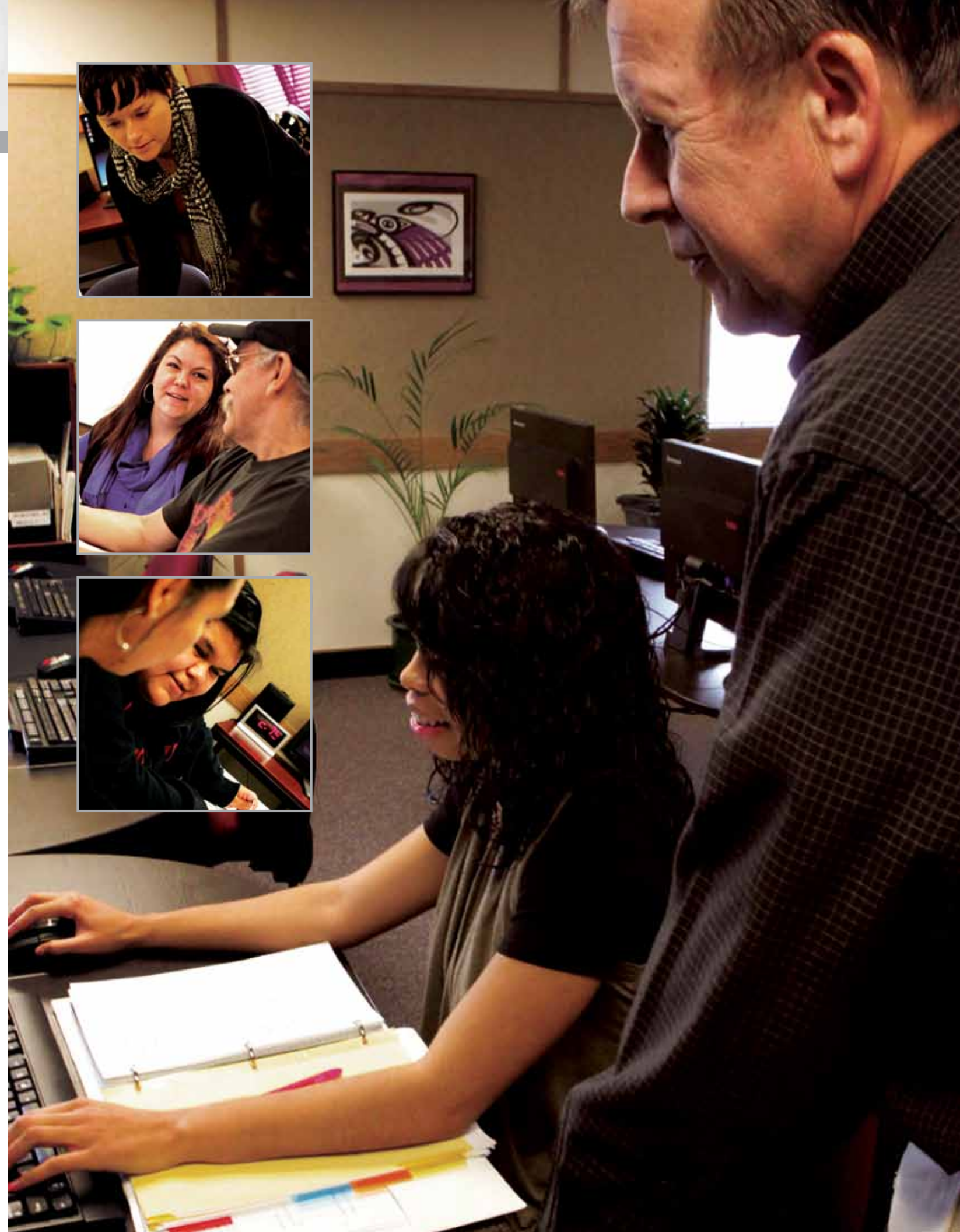
- Enter the nearest room and lock doors.
- If necessary, use *575 from any MTC phone to access the PA system and warn the building.
- Remain in the classrooms and containment areas until notified. Bathrooms are not available during this time.
- Do not dismiss anyone from your area or from the building until instructed to do so by the MTC Administrator- even if the class/day is over.

NON EMERGENCY CONTACTS
 Muckleshoot Security: 253.261.7707
 King County Sheriff: 253.876.3246
 Poison Control: 800.222.1222

BUILDING LAYOUT

- First Aid Kits (3)
- Fire Extinguishers (3)
- Fire Alarms (6)
- Meet-up Locations





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Glossary

GLOSSARY OF TERMS

Accreditation- An “accredited” program is one that has been approved by a regional or national organization of experts in the field, who believe the course content is sufficient to train a new member of that field. Credits earned at non-accredited institutions may not transfer to other institutions and may not be recognized by employers.

Add/Drop Form- Once you have registered for classes, the only way to adjust your schedule is to complete an Add/Drop Form prior to published deadlines. If you stop attending a class and fail to officially withdraw using the Add/Drop Form, you may receive a failing grade and be financially responsible for that class.

Arts and Sciences- This term is held over from the Middle Ages, when our secondary educational system was first developed. The “Arts” include all the fields of study such as Languages, Philosophy, History, and Education. The “Sciences” include all of the research and lab based sciences such as Mathematics, Engineering, Biology, Chemistry, and Sociology.

Credits- A “course credit” (often credit hour, or just credit or “unit”) is a unit that gives weighting to the level or time requirements of an academic course taken at a school or other educational institution.

FAFSA- The “Free Application for Federal Student Aid” is a form that can be prepared annually by current and prospective college students in the United States to determine their eligibility for student financial aid (including the Pell grants, student loans and work-study programs). The FAFSA is required by most tribal education departments.

Official Transcripts - A transcript is considered official when it is sent directly to your goal institution by the issuing institution either electronically or by mail or is personally delivered in the institution’s sealed envelope. Official Transcripts cannot be faxed, e-mailed, photocopied, or printed from a web site.

Student Grants- Student grants are free monetary gifts to people who are pursuing higher education. Unlike student loans, grants do not require repayment. Student grants also differ from scholarships, which are usually given to and by specific groups of people for a specific line of study and often require students to have exceptional grades.

Student Loans- A loan originated by the government or a private bank for educational expenses. Federal student loans are far superior to private student loans because they offer much lower interest rates. If you take out a lot of loans to pay for your education, this lower interest rate will save you thousands of dollars in the long run.

Student Scholarships - A scholarship is an award of financial aid for a student to further their education. Scholarships are awarded on various criteria usually reflecting the values and purposes of the donor or founder of the award.

About MTC

MTC is a full service learning center. Although we are not an accredited institution, we have developed strategic partnerships with accredited institutions to provide our students with a broad range of programming, from GED through Master’s Degrees.

Mission Statement

Muckleshoot Tribal College is a tribally-directed education leader, promoting life-long learning and the power to choose. Through strategic partnerships, we create a culturally-inspiring environment that expands academic and career opportunities for our immediate Tribal family and extended community

About the King Salmon Logo

In 2008, the Muckleshoot Tribal College started feeling the need to build solidarity around a central theme. The idea of a college mascot was born through casual discussion at a staff meeting. Over the course of several months, students and staff made nominations for the new MTC mascot and voted on their favorite ideas. The King salmon was chosen as the best representation of the MTC mission, values and geographic positioning between the White River and Green River. The tail of the King Salmon symbolizes Mount Rainier.



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